



INTERAGENCY COORDINATING BOARD

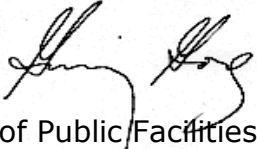
Isiah Leggett
County Executive

Ginny Gong
Director

MEMORANDUM

July 14, 2009

TO: PTA Presidents for 2009-2010 School Year

FROM: Ginny Gong, Director 

SUBJECT: Role of Community Use of Public Facilities (CUPF)

Congratulations on being elected to lead your PTA for the upcoming academic year. We are all aware of the vital role the PTA plays in the overall success of your school and its students.

Enclosed is an information packet to introduce you to the role of our agency in scheduling after-hours use of schools or, if you have previously served, to reinforce and update your prior knowledge. I hope you'll find the information useful. If you have any questions at all, please do not hesitate to contact me at 240-777-2706.

If you have not yet done so, please plan on attending our mandatory User Education Training. We find that participation by the lead representative helps to avoid any one of a myriad of issues which arise from sharing space after regular school hours. User Training is held at 9:00 a.m. every Wednesday at CUPF's office at the below address. There is also an evening class on September 14 at 5:30 p.m. To register call 240-777-2706.

Please provide both the school and your CUPF Program Specialist dates for **all PTA meetings for the school year** as soon as possible (dates for monthly meetings can be emailed, other activities need to be submitted on Building Use Forms or with an online account). To find out who your Program Specialist is go to www.montgomerycountymd.gov/cupf and click on Rental Contacts or call 240-777-2706. The **dates need to be entered into the CLASS scheduling database by August 15** for several important reasons, including energy programming for air conditioning or heat. See attachments for further information.

Congratulations again, and I wish you and the PTA every success this year.



Community Use of Public Facilities

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www.montgomerycountymd.gov/cupf/